



USAID/Nepal Health and Family Planning Team

AID Development Program Assistant – Family Planning/Reproductive Health Position Description

Position Description Summary:

The Senior Program Assistant (SPA) is an FSN mid-level professional on the USAID/Nepal Health and Family Planning Office (HFP). The SPA serves in a mid-level capacity providing technical, programmatic and administrative support and in overseeing activities under the Family Planning/Reproductive Health (FP/RH) portfolio. Special emphasis will be on monitoring of compliance with U.S. Government population and family planning policies and directives at district and regional levels, as well as at service delivery sites. Other areas of responsibility include active participation, as requested, as a USAID/Nepal representative in district-level Government of Nepal (GON) Ministry of Health and Population (MOHP) technical and program planning meetings, donor and implementing partner coordination meetings, and program-related workshops and seminars.

Major Duties and Responsibilities:

1. 65% Time: Provides technical, programmatic and administrative support of key components of USAID/Nepal's FP/RH public and private sector activities with a specific focus on family planning, maternal and neonatal health, post-abortion care, and sexually-transmitted infections:
 - A. Technically and programmatically reviews implementing partner annual work plans, quarterly and annual progress reports and budgets, and annually prepares the FP/RH narratives for the USAID/Nepal planning and reporting process to USAID/Washington.
 - B. Participates as a USAID/Nepal representative on multi-donor reproductive health technical working groups and provides technical and programmatic assistance in planning, implementation and evaluation of annual MOHP work plans for family planning and safe motherhood.
 - C. Provides technical and programmatic oversight of key components of USAID's FP/RH activities to ensure the achievement of results.
 - D. Collaborates in the design, implementation and evaluation of appropriate operational and intervention-linked quantitative and qualitative research and efficacy studies for the evaluation of FP/RH activities.
 - E. Provides technical assistance in capacity building, planning, implementation, monitoring and evaluation to key governmental and non-governmental partners. Assists

implementing partners in the development of achievable, measurable plans and objectives for implementation of innovative FP/RH activities.

- F. Advises and authorizes implementing partners to undertake specific course of action consistent with current USAID/Nepal grant(s) or contract(s) policies and regulations, particularly as they related to U.S. Government Population Policies and Directives, (e.g. Tiahrt and Helms Amendments).
 - G. Conducts field visits to USAID-supported FP/RH activities to meet with implementing partners and primarily district-level GON health officials as appropriate, providing technical, programmatic and administrative guidance and to monitor FP compliance as appropriate. This will require between 50-60% travel to the field.
 - H. Assists in identifying opportunities for integrating “state of the art” approaches into FP/RH activities, providing a technical assessment and recommended strategies to pilot innovative interventions.
 - I. Provides recommendations on the need for short-term technical assistance on FP/RH activities and write the technical components of the scope of work for consultants.
 - J. Assumes AOTR/COTR responsibilities as requested.
2. 10% Time: Ensures coordination and synergy of FP/RH activities with other USAID/Nepal health activities and other related activities supported by other donor partners:
- A. Participates as a USAID/Nepal representative in technical and programmatic meetings with district-level GON health officials and non-governmental partners.
 - B. Ensures technical and programmatic synergy between FP/RH and maternal, newborn and child health activities, social marketing activities, and other GON and non-governmental FP/RH activities by facilitating exchange of technical information and identifying opportunities for partnership on technical and programmatic activities.
 - C. Participates in donor meetings with MOHP as a mid-level USAID/Nepal representative as requested.
3. 25% Time: Serves as a mid-level professional member of the USAID/Nepal Health and Family Planning Team:
- A. Participates in regular weekly FP/RH/MNCH/Nutrition technical team meetings, O/HFP meetings and other USAID/Nepal routine mission-wide meetings.

- B. Provides technical and programmatic input and participates in planning and presentation of the annual portfolio review to USAID/Nepal senior management and the GON.
- C. Participates in the preparation for site visits by high-level delegations, i.e. FLOTUS, POTUS, United Nations, and Congressional Delegations.
- D. Coordinates and communicates regularly with other members of O/HFP and other USAID/Nepal staff on administrative, technical, programmatic and policy issues related to FP/RH, particularly to ensure FP compliance across the entire health program portfolio;
- E. Writes drafts and edits final versions of all necessary technical and scientific reports and presentations.
- F. Coordinates and edits materials and reports related to FP/RH for USAID/Nepal briefings and presentations.
- G. Provides support in fiscal monitoring of activities in close cooperation with USAID's Office of the Controller (OC) and advises program supervisors of MOHP, contractor and grantee program financial status routinely and as requested.
- H. Assist the MOHP in resolving issues related to outstanding advances, accounting irregularities and recommendations from audit findings.
- I. Assist in reviewing contractor and grantees' financial reports for compliance with USAID requirements and procedures.
- J. Assist in preparing O/HFP financial management documentation in areas of program responsibility, with input from responsible technical and finance staff. Assist in preparing Implementation Letters (ILs) for commitment of USAID funds. Assist OC division in closing out unspent/unliquidated balances remaining in ILs as necessary.
- K. Other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Completion of Bachelor's Degree in general study is required.
2. At least three years of progressively responsible/mid-level experience in the field of public health is required.

3. Level IV (Fluent) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Working knowledge of technical and programmatic Family Planning/Reproductive Health issues in Nepal and the approaches to address them is required. Basic knowledge of evaluation methods, both quantitative and qualitative is required.
5. The ability to establish and maintain effective working relationships with USAID, USAID implementing partners, central and district level Government of Nepal and non-governmental organization counterparts is required. The ability to communicate effectively both orally and in writing in English is required. Excellent interpersonal skills and an ability to work in a team environment are required. The willingness to travel extensively for field visits is required.
6. The ability to use various computer applications is required.

Position Elements:

Supervision Received - The position reports directly to Division Chief FP/RH/MNCH/Nutrition Team, with oversight from other senior-level team members as needed.

Available Guidelines - The position requires the basic knowledge and use of USAID regulations and guidelines for PHN sector "earmarked funding" and fiscal administration of PHN sector budgets (particularly for Population and Child Survival earmarked funding), administration of bilateral Assistance Agreements, administration of program procurement mechanisms, and administration of field support funded mechanisms.

Exercise Judgement - The position requires the ability to independently exercise sound and logical judgement, with a moderate amount of supervision and oversight.

Authority to Make Commitments - The position may be the activity manager for components of the FP/RH, and therefore, when in this role, has the responsibility and authority to make commitments on behalf of the U.S. Government with oversight from the Division Chief.

Nature, Level and Purpose of Contacts - The position acts as liaison with the primarily district-level MOHP, other health sector donors (particularly those involved in FP/RH), and implementing partners operating under bilateral or field support mechanisms.

Supervision Exercised - The position does not have direct supervisory responsibilities

Time Required – Six months required